

PRODUCT/SERVICE

National Security is the overarching mission of the U. S. Department of Energy. A critical role in accomplishing this mission is providing employees professional and technical education and training that is customized and addresses their learning needs through a variety of media that is available on demand and delivered in manageable pieces. Providing educational experiences in this manner will allow employees to quickly obtain and immediately apply knowledge gained to current job situations. Consequently, the use of technology as part of the overall learning strategy is imperative.

Contractor is to provide education, training and ancillary training-related services in the areas of program management, project management, acquisition and assistance, financial management, headquarters workshops and supervisory training, as well as other technical and professional functional areas. Key to this contract is technology-based training delivery that incorporates learning strategies that keep pace with and reflect the agency's strategic direction.

COURSES

NUMBER OF DAYS

Contract Administration	5 days
Cost and Price Analysis	10 days
Contract Negotiation Techniques	5 days
Contract Law	10 days
Federal Financial Assistance	5 days
Acquisition Management for Technical Personnel	5 days
Contract Administration for Technical Representatives	3 days
Small and Disadvantaged business Utilization Program	3 days
Utilities Planning and Management	4 days
Advanced Acquisition Management	10 days
Acquisition for Senior Level Personnel	5 days
Acquisition Executive Seminar	5 days
Advanced Cost type Contracts (R&D, Incentives, M&O)	5 days
Federal Financial Assistance Administration	3 days
Federal Financial Assistance for Technical Personnel	2 days
Personal Property Management	5 days
Work for Others	3 days
Federal Financial Assistance Cost Principles	2 days
Federal Financial Assistance Funds Management	2 days
Executive Contracting	5 days
Contracting for Services under the Performance-Based Contracting Method	3 days
Cost Analysis for Technical Personnel	3 days

COURSES**NUMBER OF DAYS**

Contract Law for Technical Personnel	3 days
Types of Contracts	2 days
Price Analysis	2 days
Source Selection in the DOE	3 days
Advanced Contract Administration	3 days
Market Research/Commercial Item Acquisition	1 day
DOE Oversight of Contractor Human Resource Management Program	4 days
OMB A-76: Competitive Sourcing	2 days
Introduction to the Purchase Card Program	2 days
Introduction to the Purchase Card Program Refresher	2 days
Program Management Overview	5 days
DOE Program Planning	5 days
Resource Management	5 days
Environment, Safety and Health	5 days
DOE Program Execution, Control and Evaluation	4 days
Strategic Decision-Making	5 days
Designing, Writing, and Measuring Performance Objectives	3 days
Project Management Overview	10 days
Project Planning for DOE Project Managers	5 days
Cost and Schedule Estimation and Analysis	5 days
Project Execution	5 days
Best Practices in DOE Project Management	5 days
DOE Maintenance Policy and Oversight	3 days
The Federal Budgeting Process in DOE	4 days
Site Development Planning Management Overview	1 day
Site Development Planning Management	4 days
DOE Project Management Review & PMI Exam Preparation	5 days
Life Cycle Cost Estimating	2 days
Introduction to Systems Engineering	3 days
Project Risk Analysis and Management	3 days
Breaking the Code: Understanding Project Management	3 days
Value Engineering	3 days
DOE Facilities Maintenance Management	3 days
DOE Complex Overview	1 day
Pipes, Valves, and Pumps	3.5 days
Mathematics Refresher	1 day
Heating, Ventilation and Air Conditioning	3.5 days
Nuclear Physics/Radiation Monitoring	3.5 days
Regulatory Overview	3.5 days
Chemical Processing in Defense Nuclear Facilities	3.5 days
Thermal Science	4.5 days

COURSES**NUMBER OF DAYS**

Process Instrumentation	3.5 days
Electrical Principles	3.5 days
Materials Science and Corrosion	4 days
Introduction to DOE and Its Business Lines	2 days
The chemical/Physical Sciences and their Applications At DOE	4 days
The Biological Sciences and their Applications at DOE	3 days
Changing Dimensions in DOE	4 days
Risky Business – Safety in DOE	2 days
Indirect Costs for Program/Project Managers	2 days
Safety and Health Orientation	5 days
Performance-Based Management Contracting	3 days
Life Cycle Asset Management	2.5 days
Effective Writing	2 days
Financial Planning and TSP	1 day
CSRS Retirement Preparation Seminar	3 days
FERS Retirement Preparation Seminar	3 days
Mid-Career Retirement Planning Seminar	2 days
Management Analysis	5 days
Project Management for Support Staff	3 days
Essentials of English	4 days
Interpersonal Communications	2 days
Proofreading	1 day
Time Management	2 days
Project Management Essentials*	8 weeks
Project Management Systems and Practices in DOE*	7 weeks
Advanced Concepts in Project Management*	5 weeks
Acquisition Strategy and Planning	3 days
Earned Value Management Systems	3 days
Pre-Project Planning/Project Alignment	2 days
Contracts Types/Bid/Evaluation Award & Performance-Based Contracting	5 days
Contracting Officer's Representatives (Contract Administration for Technical Representatives)	3 days
Federal Budget Process	4 days
Integrated Safety Management	3 days
Scope Management/Work Breakdown Structure	TBD
Value Engineering	3 days
Labor Management Relations	3 days
Operational Readiness Reviews	2 days
Performance-Based Contracting	4 days
Advanced Leadership	5 days
Strategic Planning	5 days
Negotiations Strategies and Techniques	3 days

COURSES**NUMBER OF DAYS**

Systems Engineering	5 days
Cost and Schedule Estimating	5 days
Leadership/Supervision	3 days
NEA and Environmental Regulations	3 days
Facilitation Techniques/Conflict Resolution	4 days
Advanced Risk Management	3 days
Building Cooperation on Teams: Playing the Game Of Life	1 day
Constructive Conflict Resolution	1 day
Coaching and Counseling for Improved Performance	1 day
Creative Problem-Solving and Decision-Making	2 days
Facilitation Skills	1 day
Management Skills Workshop	2 days
Managing Change	1 day
Power and Influence	1 day
Managing Human Resources: Federal Personnel Procedures Survey Course	3 days
Situational Leadership	2 days
Team Building for Managers, Supervisors and Team Leaders	1 day
The Inspirational Leader	1 day
Effective Interpersonal Skills for Team Leaders	2 days
Valuing and Leveraging Diversity	1 day
Goal-Setting and Achievement	1 day

*Requires delivery additionally in an information technical context